

C-O-N-F-I-D-E-N-T-I-A-L

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Revision of [redacted] Chapter I, Admittance to and Departure from  
Areas and Buildings (Job #1117)

F

EXTENSION

NO.

Chief, Regulatory Policy Division  
1112 Ames Building

DATE

1 AUG 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Chief, Policy and Plans  
Group

8-2-85

[initials]

2.

Office of Security  
[redacted] Building

3.

[redacted]

8-6-85 MUR

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached are comments from the Office of Logistics (OL) concerning the proposed revision of [redacted] Chapter I. Also attached is a copy of the nonconcurrence from the Deputy Comptroller. This problem has been resolved in discussions between [redacted] of your office and [redacted] (the RPD editor working on this job), and the Deputy Comptroller and Karen, by changing the lead time for visitor requests to 24 hours instead of 48 hours. All other components concurred without comment. [redacted]

Please review OL's comments and contact that office directly in order to resolve the issue concerning property passes. Please incorporate OL's changes, along with the change made by the Deputy Comptroller and the suggested changes forwarded by your office in a 22 July 1985 memorandum, and return a second draft to RPD for further processing. If we can be of any assistance, please let us know.

CONFIDENTIAL

19 July 1985

MEMORANDUM FOR: Chief, Regulatory Policy Division, OIS

FROM: [REDACTED]

Chief, Information &amp; Management Support Staff, OL

SUBJECT: Proposed Revision of [REDACTED] Chapter I,  
Admittance to and Departure from Areas and  
Buildings (Job #1117)REFERENCE: Your memo dtd 28 June 85 (OL 20262-85), same  
subject

We have reviewed subject revision and concur, with one exception: Auditors to the Office of Logistics recently noted that, although [REDACTED] identifies two types of property passes, only one type is described in [REDACTED]. We have asked that [REDACTED] be amended. Paragraphs a and b of [REDACTED] should also be revised as follows (and paragraphs c, d, and e made b, c, and d):

"Government property, and personal property (such as typewriters or radios) that might appear to be Government property, may not be removed from Agency buildings without a property pass, which must be presented to the guard at the building exit. Property passes are of two types: (1) Individual Property Pass, Form 3868, valid for one year from date of issue and intended for persons whose duties require frequent removal of Government property from Agency buildings. (2) Property Pass, Form OF-7, enabling an individual to remove Government or personal property from an Agency building on a one-time basis. Designated persons in each component are authorized to issue such passes, in accordance with [REDACTED]

\*OL 4134-85

58 JUL 25 6 72 AM '85

CONFIDENTIAL

OS REGISTRY

DG *[initials]*  
KG *[initials]*

## CONCURRENCE SHEET

STAT

TO: Chief, Regulatory Policy Division  
Office of Information Services  
Directorate of Administration  
1112 Ames Building

SUBJECT: Proposed Revision of  Chapter I, Admittance to  
and Departure from Areas and Buildings

This issuance has been reviewed, and our position is as follows:

☐

CONCUR

☒

NONCONCUR. Reasons are stated below.

Why do they need 48 hours (4c).  
It makes no sense to require that  
kind of lead time in an electronic  
age.

STAT

Job No. 1117  
Due: 22 July 1985

58. MAY 20 8 11 PM

TYPED NAME AND SIGNATURE

*Comptroller*

Office

*7/2/85*

Date